



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 17-115

### RESOLUTION APPOINTING BONNIE BROOKES RMC, CMR TO SERVE IN THE POSITION OF DEPUTY MUNICIPAL CLERK/REGISTRAR

**WHEREAS**, a vacancy currently exists in the position of Deputy Municipal Clerk and Registrar; and

**WHEREAS**, the Borough Clerk remains out with a medical disability for an indeterminate amount of time; and

**WHEREAS**, in accordance with N.J.S.A. 40A:9-135, during the absence or disability of the municipal clerk, the deputy municipal clerk shall have all the powers of the municipal clerk and shall perform the functions and duties of such office; and

**WHEREAS**, in accordance with Resolution R-16-149, the Borough executed a Shared Services Agreement with the Borough of Atlantic Highlands to provide the services of Acting Municipal Clerk/Registrar in accordance with the applicable statutes of the State of New Jersey; and

**WHEREAS**, by way of Resolution R-17-065, the aforesaid Shared Services Agreement was extended through June 30, 2017, wherein it will expire at that time; and

**WHEREAS**, the Borough has determined that Bonnie Brookes, RMC, CMR is the most qualified candidate to serve in the position of Deputy Municipal Clerk and to assume all of the duties thereto; and

**WHEREAS**, the Borough is desirous of hiring Bonnie Brookes, RMC, CMR to serve as the Deputy Municipal Clerk and Registrar; and

**WHEREAS**, the Borough has reached an Agreement with Bonnie Brookes, RMC, CMR concerning the terms and conditions of her employment, wherein the annual salary will equate to \$65,000 to be paid in the same manner with which the Borough pays all of its employees; and

**WHEREAS**, the Borough wishes to appoint Bonnie Brookes, RMC, CMR to serve as the Deputy Municipal Clerk and Registrar effective June 5, 2017, wherein she will initially begin working in a part-time capacity at a pro-rated salary and begin such duties full-time beginning June 26, 2017.

**NOW THEREFORE BE IT RESOLVED**, by the governing body of the Borough of Highlands that Bonnie Brookes, RMC, CMR is hereby appointed to serve as Deputy Municipal Clerk and Registrar, effective June 5, 2017, with an annual salary of \$65,000 pursuant to the terms and conditions set forth in the aforesaid Employment Agreement.

**BE IT FURTHER RESOLVED**, that the Mayor and Borough Administrator are hereby authorized to execute the Agreement governing the terms and conditions of Bonnie Brooke's employment as aforesaid.

**Motion:** Approve Resolution 17-115, **moved** by Councilmember Broullon; **Seconded** by Councilmember Wells

**Vote:** Motion carried by roll call vote (summary: Yes = 5; No = 0).

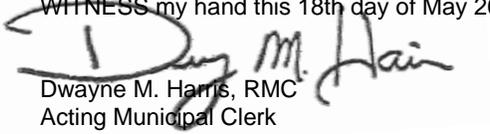
**Yes:** Councilmembers Broullon, Card, D'Arrigo, Wells and Mayor O'Neil

**No:** None

**Abstain:** None

I, Dwayne M. Harris, Acting Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Meeting, held May 17, 2017.

WITNESS my hand this 18th day of May 2017.



Dwayne M. Harris, RMC  
Acting Municipal Clerk

